



**CITY OF SANTA MONICA
DEPARTMENT OF PUBLIC WORKS
CIVIL ENGINEERING DIVISION
1437 4th Street, Suite 300
Santa Monica, CA 90401
Tel: (310) 458-8721 Fax (310) 393-4425**

LOT LINE ADJUSTMENT CHECKLIST

| YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Plat map is on standard City title block (8-1/2"x11") and has an assigned drawing number from the Engineering Division. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Prepare a drawing showing affected parcels in two sheets, with first sheet indicating the existing lot-line and second sheet indicating the proposed lot-line. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. The name, address and telephone number of each parcel owner and that of the PLS or RCE preparing the documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Area in square-feet of each parcel before and after the lot-line adjustment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Property address, adjoining streets, walkways and alleys, and approximate distances to the nearest cross street. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. A vicinity map, scale, north arrow, and legend. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. The following note: "This legal description shall not be used for the division and/or conveyance of land in violation of the Subdivision Map Act of the State of California." |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. The following note: "This lot line adjustment is also subject to approval by the Planning Department of the City of Santa Monica." |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Legal description of the existing and proposed parcels on a separate sheet with a reference to the assigned drawing number and a signature box for the City Engineer's approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. PLS/RCE's seal, signature and date signed both on the drawing and legal descriptions sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Obtain a Preliminary Title Report issued within preceding three months of the request for lot-line adjustment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Check drawings, legal descriptions, plot plan, ownership, and other data for eligibility, completeness and accuracy. |